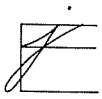
120. How should the small j *be formed?*



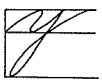
Begin on base line and ascend with a right curve on connective slant, one space; unite angularly, and descend with a straight line on main slant, one space, and, changing to a gentle right curve, continue on same slant, two spaces below base line; turn short, and ascend with a left curve, crossing at the base line, and continuing above, on connective slant, one space. Finish with a light dot, as in *i*, one space above the straight line on main slant.

121. Will you measure and analyze small y*?*

Height above base line, one space; length below, two spaces; main width, three spaces; proportions of *Loop* same as in *j*.

Analysis: Principles 3, 1, 2, 4.

122. How should the small y *be formed?*



Form the first half like the right of the *n, p,* or *h*; then, uniting angularly, finish with the *Inverted Loop*, as described in *j*. The *y* is precisely like the *h* inverted.

123. Will you measure and analyze small g*?*

Height above base line, one space; length below, two spaces; main width, three spaces; proportions of *pointed oval*, same as in *a, d* and *q*; proportions of loop, same as in *j*.

Analysis: Principles 3, 3, 2, 4.

124. How should the small g *be formed?*

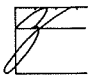
Begin on base line and form first left curve and *pointed oval* as in *a, d* and *q*; then unite angularly at top with an *Inverted Loop*, formed as in *j* and *y*.

125. Will you measure and analyze small z*?*

Height above base line, one space; length below, two spaces; whole width, two spaces; width of turn at base line, one-fourth space; width of *Loop*, one-half space.

Analysis: Principles 3, 1, 4.

126. How should the small z *be formed?*



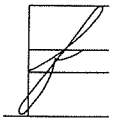
Form the first part like the left half of the *n*; uniting angularly at base line, make a short upper turn (of same size as that at top of letter), returning to base one-fourth space to right; finish with *Inverted Loop* as in *j*, with straight line omitted, and ending one space to right of turn at top of letter.

127. Will you measure and analyze small f*?*

Height above base line, three spaces; length below base line, two spaces; entire width of letter, two spaces; width of *Loops*, each one-half space.

Analysis: Principles 4, 3, 2, 2.

128. How should the small f *be formed?*



First form the *Extended Loop* as in *h* and *k*; then from base line, changing to a very slight left curve, continue downward upon main slant two spaces; turn short to the right and ascend with a right curve, crossing main line one-half space above base line; here unite angularly, and finish with a right curve one space above base line and one space to the right of the loop crossing.

QUESTIONS FOR REVIEW.

Will you assume and describe the position for writing? Will you describe the Combined Movement, and give an example of it? What two forms has each letter of the alphabet? How many of each form? What should be the main slant of letters? How many Principles are used in making the letters? Will you give their descriptive names? What is the unit for measuring the heights of letters? What is the unit for measuring their widths? How are the small letters classified in regard to length? Will you name the Short Letters in alphabetical order? Which of them are only one space in height, and which are more? Will you name the four Semi-extended Letters in alphabetical order? What is the length of these letters? Which of them drop below the base line, and what is their length below? What Principles are used in making the Short and Semi-extended Letters?Will you name the Extended or Loop Letters in alphabetical order? Which extend only above the base line? What is their height? Which extend both above and

below the base line? What are their respective heights above and lengths below the base line? Which are the longest of the small letters? Which Principle is most prominent in the Extended Loop Letters? Where do you always begin to form a small letter? Which letters are commenced with the right curve? Which letters are commenced with the left curve? At what height above the base line are the small letters finished? Which letters finish with the right curve? Which finish with the left? In which small letters does the straight line appear, and how many times in each? Which letters have no straight line? Which is the widest of the small letters? Where do the right curves unite with the straight lines following in the *i*, *u* and *w*? Where do the left curves unite with the straight lines following in the *n* and *m*? At what point do the extended loops above the base line cross? At what point do the extended loops below the base line cross? What is the width of the extended loops? Will you give the main height and main width of each of the small letters in alphabetical order? Will you name the Principles in each of the small letters in alphabetical order?

CAPITAL LETTERS.

131. What is the height of the Capital Letters above the base line?

Three spaces.

132. What three capitals also drop below the base line, and how far?

The J, Y and Z extend two spaces below the base line.

133. What class of small letters is of the same height as the capitals?

The Extended or Loop Letters.

134. Into how many classes are the capitals divided, and what are they?

The capitals are divided into three classes, according to the

Principle (Fifth, Sixth or Seventh) most prominent in their formation.

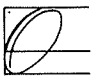
135. What is the Fifth Principle?

The Capital O or Direct Oval.

136. Will you measure the Capital O *or Fifth Principle?*

Height, three spaces; width, two spaces, measured at right angles to main slant; distance between the two left curves, one-third space. The two sides of the O should curve equally.

137. How is the Capital O *formed?*



Begin three spaces above the base line, and descend with a full left curve, on main slant, to base line; unite in an oval turn and ascend with an opposite right curve to within one-fourth space of top; unite in another oval turn and descend with another left curve within one-third space of the first and similar to it, ending one-third space above base line.

138. What is the Sixth Principle?

The Reversed Oval.

139. Will you measure the Sixth Principle?

Height, three spaces; main width, one and one-half spaces; width on base line, one-third space.

140. How should the Sixth Principle or Reversed Oval be formed?

Beginning upon the base line, ascend with a full left curve, on main slant, three spaces; make an oval turn to right, and descend with a full right curve, touching the base line one-third space to right of beginning.

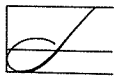
141. What is the Seventh Principle called?

The Capital Stem.

142. What are the proportions of the Capital Stem?

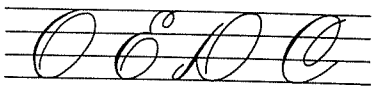
Main height, three spaces; height of base oval, one and one-half spaces; length of oval, two and one-half spaces; slant of oval, fifteen degrees from horizontal.

143. How should the Capital Stem be formed?



Beginning three spaces above base line, descend obliquely with a slight left curve one and one-half spaces; then changing to a right curve, form a *Reversed Oval*, on a slant of fifteen degrees, with its lower side touching base line, and its upper curve rising one and one-half spaces above base, and finishing within one-third space (measured horizontally) of descending line, and one and one-fourth spaces above base line.

144. What four letters, from their general form, may be classed under the Fifth Principle or Capital O*?*

The 

145. Will you measure and analyze Capital E?

Main height, three spaces; height of large oval, two spaces; width of same, one and one-half spaces; length of top, one-half length of base oval; width of top, one-half width of base oval; length of first curve, three-fourths space; length of the smallest loop, one-third space.

Analysis: Principles 3, 2, 3, 5.

146. How should the Capital E *be formed?*

Begin three spaces above the base line and descend with a left curve, on main slant, three-fourths of a space; turn short and ascend with an equal right curve, crossing first curve near top; unite in an oval turn, and descend with a left curve, on main slant, one and one-fifth spaces; unite in a small loop, at right angles to main slant, with a Capital O, resting upon base line, and with its terminal point one-third space above it.

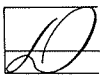
147. Will you measure and analyze Capital D*?*

Main height, three spaces; main width, two spaces; height of stem, two and one-half spaces; distance from stem to final curve, one-third space; height of

small loop, three-fourths space; distance between loop and lowest point of oval on base line, two spaces.

Analysis: Principles 3, 2, 3, 2, 3, 2, 3.

148. How is the Capital D *formed?*



Begin two and one-half spaces above, and descend with left-and-right curve, on main slant, to base line; turn short to left, and ascend with a slight left curve three-fourths space, crossing stem; unite, and descend obliquely with a slight right-and-left curve, touching base line two spaces to right of loop; unite in an oval turn, and ascend with a right oval curve, on main slant, three spaces; make another oval turn to left, and descend with an opposite left curve, on main slant, within one-third space of stem, and terminating one-third space above base line.

149. Will you measure and analyze Capital C*?*

Height, three spaces; length of first oval, two spaces; width of same and spaces to right and left, each three-fourths space.

Analysis: Principles 3, 2, 3, 2.

150. How is the Capital C formed?

Begin two and three-fourths spaces above base line, and descend with a left curve on main slant, two spaces; make oval turn to right, and ascend with opposite right curve, crossing the first near top and continuing to full height of letter; unite in an oval turn, and descend with a full left oval curve, on main slant, to base line; making another broad oval turn, ascend with a right curve, on connective slant, one space.

151. In which capitals is the Sixth Principle or Reversed Oval most prominent?

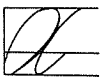
In the

152. Will you measure and analyze Capital X*?*

Main height, three spaces; main width of *Reversed Oval*, one and one-half spaces; width of oval upon base line, one-third space; distance between parts of X at top, one and two-thirds spaces; at base, one and one-third spaces; point of contact between main parts of letter, one and two-thirds spaces above base.

Analysis: Principles 6, 3, 2.

153. How should the Capital X *be formed?*



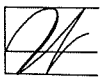
First form the *Reversed Oval* or Sixth Principle as above described; then from a point even with the top, and one and two-thirds spaces to the right, descend with a left curve on main slant, touching *Reversed Oval*, one and one-third spaces down, and, thence continuing, touch base line one and one-third spaces to the right of *Oval*; turn rather short, and finish with a right curve one space high and one space to the right of preceding line.

154. Will you measure and analyze Capital W*?*

Main height, three spaces; main width of *Oval*, one and one-half spaces; distance between top of *Oval* and the angle to its right, one and two-thirds spaces; distance on base line between angular joinings, one and two-thirds spaces; distance between last two curves, one space; height of final curve, two spaces; distances at middle height between four curves upon right of letter, equal.

Analysis: Principles 6, 2, 3, 3.

155. How is the Capital W *formed?*



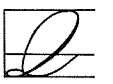
Form the *Reversed Oval* as before described; then unite angularly on base line, and ascend with a slight right curve to a point even with top of *Oval* and one and two-thirds spaces to its right; unite angularly, and descend by a very slight left curve touching base one and two-thirds spaces to right of *Oval;* again unite angularly, and ascend with a left curve, ending two spaces above base and one space to the right of preceding line.

156. Will you measure and analyze Capital Q*?*

Main height, three spaces; width of *Oval*, one and one-half spaces; length of small loop, one space; height of same, one-fourth space; height of final curve, one space; distance between end of final curve and the *Reversed Oval*, one space.

Analysis: Principles 6, 3, 2.

157. How is the Capital Q *formed?*



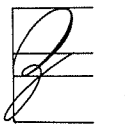
Make *Reversed Oval* as in X to middle point of its right side; thence sweep more rapidly to the left, cross left curve close to base line, and, continuing horizontally, one space to left of beginning point of letter; turn short, and carry over a horizontal left curve, completing loop, and touching base two-thirds space to right of loop crossing, ascend with a right curve on connective slant one space.

158. Will you measure and analyze Capital Z*?*

Proportions of *Reversed Oval* same as in X; length of *Loop* below base line, two spaces; width of same, one-half space, full; height of small loop, one-half space; distance from base of small loop to crossing of larger one, one space; final curve ends one space above base line, and one space to right of *Reversed Oval.*

Analysis: Principles 6, 3, 2, 4.

159. How is the Capital Z *formed?*



Form *Reversed Oval* as in X and W; then turn short on base line, and ascend with a left curve, forming a loop one-half space in height, and one-fourth of a space in width; unite in oval turn, and descend with a right curve, touching base line one space to right of small loop, and continuing, finish with an *Extended Loop* like that in small *z*, but somewhat fuller.

160. Will you measure and analyze Capital V?

Main height, three spaces; width of *Oval*, one and one-third spaces; width between beginning curve and short turn on line, two-thirds of a space; width

between final curve and straight line at middle height, one-half space; width between top of final curve and *Oval*, one space.

Analysis: Principles 6, 2, 3.

161. How is the Capital V *formed?*

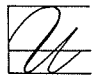
Make *Reversed Oval* as in X to termination of upper third of right side; thence descend on main slant with straight line, touching base two-thirds space to right of beginning; turn short, and ascend with right and left curve two spaces, terminating one space to right of *Oval.*

162. Will you measure and analyze Capital U*?*

Main height, three spaces; width of *Oval*, one and one-third spaces; distance on base line, from beginning point to first turn, two-thirds of a space; height of right portion, two spaces; distance between straight lines, one space; opening between second straight line and final curve, one space.

Analysis: Principles 6, 2, 1, 2.

163. How is the Capital U *formed?*



Form oval part the same as described for V; then turn short on base line, and ascend with a right curve two spaces to a point, one space to the right of *Oval*; unite angularly, and descend with a straight line, on main slant, to base; turn short, and ascend with a right curve one space, terminating one space to the right of preceding line.

164. Will you measure and analyze Capital Y*?*

Height above base line, three spaces; length below base line, two spaces; proportions of *Reversed Oval*, same as in the V and U; height of right portion above base, two spaces; width of *Loop*, one-half space, full; width between straight lines, one space; distance between second straight line and end of final curve, one space.

Analysis: Principles 6, 2, 1, 4.

165. How is the Capital Y *formed?*

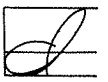
Form the main part the same as the U to point where second straight line approaches base; thence, continuing downward, finish with *Inverted Loop* like that in small *y*, but a trifle fuller.

166. Will you measure and analyze Capital I*?*

Main height, three spaces; height of base oval, one and one-half spaces; width of loop forming top, one space; crossing of loop, one-third space above base.

Analysis: Principles 6, 7.

167. How is the Capital I *formed?*



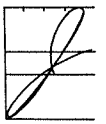
Beginning on base line, ascend with a left curve, on main slant, three spaces; turn short, and descend with an opposite right curve, crossing the first one-third space above base, and touching base line one space to left of beginning point; finish by completing base oval as in *Capital Stem*, ending in middle of loop.

168. Will you measure and analyze Capital J*?*

Height above base line, three spaces; length below, two spaces; width of upper loop, one space; width of lower loop, one-half space, full; crossing of loops, one-third space above base.

Analysis: Principles 6, 2, 3.

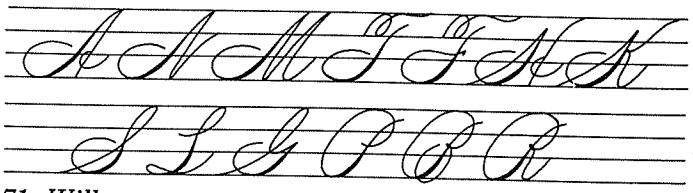
169. How is the Capital J formed?



Beginning on base line, ascend with left curve three spaces; turn short, and descend with right curve on main slant, crossing first curve one-third space above base line, and continuing two spaces below it; turn short, and ascend with left curve, crossing right curve one-third space above base, and terminate one space above base line and one space to right of upper loop, or oval.

170. In what capitals does the Seventh Principle or Capital Stem chiefly appear?

In the

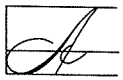


171. Will you measure and analyze Capital A*?*

Main height, three spaces; height of oval, one and one-half spaces; length of oval, two and one-half spaces; distance between parts of letter on base line, one and two-thirds spaces.

Analysis: Principles 7, 3, 3, 2.

172. How is the Capital A *formed?*



First form the *Capital Stem*, as previously described; then from top of stem draw down a slight left curve touching base one and two-thirds spaces to right of *Stem*; from a point on the last curve, one and one-fourth spaces above base, descend with a left curve, three-fourths space, and, crossing, finish with a right curve, one space above base, and one space to the right. The cross passes to the middle of opening between stem and long left curve.

173. Will you measure and analyze Capital N*?*

Main height, three spaces; proportions of *Stem* and distance between left curve and *Stem* at base, same as in A; height of last curve, two spaces; distance between top of last curve and the preceding line, one space.

Analysis: Principles 7, 3, 3.

174. How should the Capital N *be formed?*

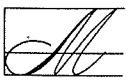
Form like Capital A to the point where long left curve touches base line; there turn short, and ascend with a left curve, two spaces, finishing one space to right of preceding curve.

175. Will you measure and analyze capital M*?*

Main height, three spaces; proportions of *Stem*, same as in A and N; distance between the two angles at top and the two short turns at base, each one space; distance between lowest point of *Stem* and first turn to right, one and two-thirds spaces; distance between four long strokes at middle height, each one-third space; distance between two last curves, one space.

Analysis: Principles 7, 3, 3, 3, 2.

176. How should the Capital M be formed?



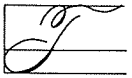
Form like the N to second point of contact with base line; turn short, and ascend with a left curve to a point even with top of stem and one space to its right; unite angularly, and descend with another left curve, touching base line one space to right of preceding turn; then turn short, and finish with a right curve, one space high and one space to the right of last curve.

177. Will you measure and analyze Capital T*?*

Main height, including the cap, three spaces; height of *Stem*, two and one-half spaces; proportions of base oval, same as in A, N, and M; distance (measured at right angles to main slant) between beginning point of cap, and the *Capital Stem*, one space; cap terminates two spaces to right of *Stem*; width of small loop and spaces to its right and left, each one-third space.

Analysis: Principles 7, 3, 2, 3, 2.

178. How is the Capital T *formed?*



Begin the *Capital Stem* two and one-half spaces above base, making its first curve a little fuller than in A, N, and M, but forming the oval as in those letters. Begin cap two spaces from base and one space to left of *Stem*; ascend with left curve on main slant one space; turn short and descend on main slant with right curve one space; turn short and ascend with another left curve crossing right near top, and continuing to full height of letter directly

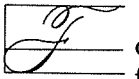
over top of *Stem*, then merge into horizontal right curve terminating two spaces to right of *Stem*.

179. Will you measure and analyze Capital F*?*

Proportions of cap, and also of *Stem* to highest point of base oval, precisely the same as in the T; top of characteristic mark, one and one-half spaces above base; length of same, one-fourth space.

Analysis: Principles, 7, 3, 3, 2, 3, 2.

180. How is the Capital F *formed?*



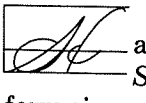
Form the F just the same as the T, except the finish of the *Stem*; which merges into a right curve, crosses first curve of stem one-third space, and at half height of letter unites angularly with a slight left curve, called the characteristic, drawn downward upon main slant, one-fourth space.

181. Will you measure and analyze Capital H*?*

Height of right side, three spaces; height of left side, two and one-half spaces; distance between the sides, at top, two spaces; at base, one and two-third spaces; the oval of same proportions as in A, N, and M; the cross begins one and one-fourth spaces above base.

Analysis: Principles, 2, 7, 3, 3, 2.

182. How is the Capital H *formed?*



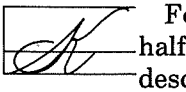
Beginning on base line, ascend with right curve two and one-half spaces; unite angularly with *Capital Stem*, resting upon base line, and with oval of same form size and slant as in A, N, and M, and divided a little below its middle by right curve. From a point three spaces above base and two spaces to right of *Stem*, descend with left curve (nearly straight at its lower end), touching base line one and two-third spaces to right of oval. Form the finish as in the A, letting it pass to the middle of the space between the right and left sides of the letter.

183. Will you measure and analyze Capital K*?*

Height of right side, three spaces; height of left side, two and one-half spaces; distance between the sides, at top, two spaces; at base, one and two-third spaces; height of small loop above base, one and one-half spaces; width of opening between final and its preceding curve, one space.

Analysis: Principles, 2, 7, 3, 2, 2, 3, 2.

184. How is the Capital K *formed?*



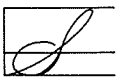
Form the left side as in H; then from a point one-half space above and two spaces to right of *Stem*, descend obliquely with left and right curve, one and one-half spaces; form a small loop about *Stem*, at right angles to main slant, and descend with slight right and left curve, touching base line, one and two-third spaces to right of *Stem*; turn short, and finish with right curve, one space in height and one space to right of preceding line.

185. Will you measure and analyze Capital S*?*

Main height, three spaces; width of loop, measured horizontally, one-half space; length of loop, one and one-half spaces; length of base oval, two and one-half spaces; height of oval, one and one-half spaces.

Analysis: Principles, 2, 7.

186. How is the Capital S *formed?*



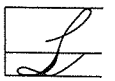
Begin at base and ascend with a right curve, three spaces; turn short, and descend with a full left curve, one and one-half spaces, completing loop; here cross the first curve and complete the letter with the capital stem oval, touching base line, one and one-half spaces to right of beginning point of letter, crossing first curve three-fourths space from its beginning, rising to half height of letter, and terminating upon first curve, one and one-fourth spaces above base. The base oval is divided a little below its middle by first curve.

187. Will you measure and analyze Capital L*?*

Main height, three spaces; width of upper loop, measured horizontally, one-half space; length of same, one and one-half spaces: length of small loop, one space; length of small loop on the left of first curve, one-fourth space; width of small loop, one-fourth space.

Analysis: Principles, 2, 7, 3, 2.

188. How is the Capital L *formed?*



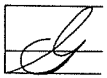
Form the upper loop to the point where the *Stem* recrosses first curve; thence continuing one-fourth space leftward, turn short and carry back a horizontal left curve, completing loop, one space long and one-fourth wide; continuing, touch base line one-half space to right of loop crossing, and ascend with a right curve on connective slant, one space.

189. Will you measure and analyze Capital G*?*

Main height, three spaces; width of loop, one-half space; length of loop, two spaces; distance from right side of loop to top of *Stem*, three-fourths space; height of *Stem*, one and one-half spaces; distance between end of oval and end of beginning curve, one space; length of oval, two and one-half spaces; height of oval, one and one-half spaces.

Analysis: Principles, 2, 3, 2, 7.

190. How is the Capital G *formed?*



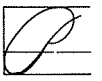
Ascend with a right curve as in S and L; then turn short and descend with left curve, crossing right, one space above base; turn with left curve, descending one-fifth space, and then ascend with a right curve to half height of letter and three-quarters space to right of loop; unite angularly and finish with the capital stem oval. This oval touches base line two spaces to right of beginning point of letter, crosses first curve one space from its beginning, rises to half height of letter, and ends midway between loop and *Stem*.

191. Will you measure and analyze Capital P*?*

Full height, three spaces; height of *Stem*, two and one-half spaces; width of letter at mid-height, one and one-half spaces, measured at right angles to slant; distance between *Stem* and right curve, one-half space; final curve recrosses *Stem*, at mid-height of letter.

Analysis: Principles, 7, 3, 2.

192. How is the Capital P *formed?*



Begin two and one-half spaces above, and descend by a left and right curve on main slant to base line; then in an oval turn unite with and ascend by a left curve on main slant, three spaces; here make another oval turn and descend with a right curve, crossing *Stem*, one-half space from its top, and, recrossing it, terminate one-fourth space to left of *Stem* at mid-height of letter.

193. Will you measure and analyze Capital B*?*

Height of letter, three spaces: height of *Stem*, two and one-half spaces; distance between *Stem* and right curves near top and bottom, each one-half space; final curve drops below base line, one-fifth space; height of small loop, one and one-half spaces; length of same, one-third space.

Analysis: Principles, 7, 3, 2, 2, 3.

194. How is the Capital B *formed?*

Form like the Capital P to the point where right curve recrosses *Stem* at mid-height of letter; here unite in narrow loop (crossing stem at right angles to main slant), with a right curve descending on main slant one-half space to right of *Stem* and one-fifth space below base line; in an oval turn unite and ascend with left curve passing through middle of oval and finishing within one-third space of *Stem*.

195. Will you measure and analyze Capital R*?*

The measurements are the same as in the B, except for the two last curves. Distance between turns upon base line, one and one-half spaces; height of final

curve, one space; distance between same and the preceding curve, one space.

Analysis: Principles, 7, 3, 2, 2, 3, 2.

196. How is the Capital R *formed?*

Form like Capital B to completion of small loop; thence descend with a slight right and left curve, touching base one and one-half spaces to right of *Stem*, turn short and finish with a right curve ascending one space, and ending one space to right of preceding line.

NOTE.— It will be observed that the finish of the R from the beginning of small loop is precisely like the finish of K.

QUESTIONS FOR REVIEW.

Will you make and name the prominent Principles used in the Capital Letters? Will you make the Capital Letters, according to the Spencerian System, in alphabetical order? What is the main height of Capitals above the base line? Which Capitals extend below the base line? What is their length below? Will you name, in alphabetical order, the Capitals that contain the Fifth Principle, or Direct Oval? Will you name, in alphabetical order, the Capitals that contain the Sixth Principle, or Reversed Oval? Will you name, in alphabetical order, the Capitals that contain the Seventh Principle, or Capital Stem? Will you give the exact proportions of each of the Capitals in alphabetical order? Which do you find the most difficult Capital to form?

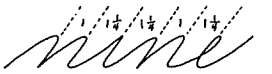
SPACING.

197. How do you move in spacing and combining small letters in writing words?

The hand slides on the nails of the third and fourth fingers, and is assisted by the first and second fingers and thumb in shaping and joining the lines.

198. What is the rule for spacing and combining small letters in words?

In spacing and joining letters in words, carry the connecting curve one and one-fourth spaces to the right of preceding letter.

EXAMPLE. 

199. Which letters cannot be joined according to this rule?

The *a*, *d*, *g* and *q*, which require the connecting curve to be carried two spaces to the right of the preceding letter in order to join to their right side.

EXAMPLE.

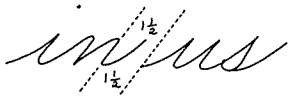
200. When a word begins with a Capital Letter which does not join in small letters, what is the rule for spacing?

The first curve of the first small letter should begin within one-fourth of a space of the capital.

EXAMPLE.

201. What is the general rule for spacing between words composed entirely of small letters?

The first curve of a word should begin on base line one and one-half spaces to the right of the final downward stroke of the preceding word.

EXAMPLE. 

NOTE.—This rule causes the beginning point of a word to fall practically in a vertical line under the final point of the preceding word.

202. What is the rule for spacing between sentences?

The spaces between sentences should be twice as great as between words.

REMARK.—Regular, uniform spacing depends chiefly upon a good position and regular, uniform movement. When the latter are secured, the former will not be difficult to attain.

SHADING.

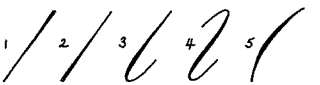
203. Will you examine your pen and describe it?

The pen is a pointed instrument for writing with ink. It is made of steel (or gold), and is attached to a convenient handle by a clasp; its nib is split through the middle, and the two parts are called the teeth. The two teeth are alike; they are thin and sharp, and, in a good pen, meet so as to form a fine smooth point.

204. How do you make light strokes?

By moving the pen lightly on the paper without springing or spreading the teeth.

205. Will you take the correct position and use your pen (without ink) as in making shaded strokes, and then describe the manner of producing them?

EXAMPLES  TO BE TRACED.

Shades are made by springing the pen by a pressure to spread the teeth, then lightening the pressure, and allowing them to return to place.

206. How many different forms of shaded strokes are there in writing?

Five.

207. Which five letters will illustrate the five forms of shaded strokes?

The

208. Will you describe the first shade, and name all the letters in which it appears?

The *t* is shaded by pressing at top squarely on the teeth of the pen, and gradually lightening it in descending to base line. The *d* is shaded in the same manner.

EXAMPLES.

NOTE.—The medium shade upon the *t* and *d* terminates one-half space above base.

209. Will you describe the second shade, and name all the letters in which it appears?

The shade of *p* is made by beginning with a slight pressure at base line or middle of stroke, increasing gradually and stopping squarely at lower end. There is a style of small *t*, called "final" *t*, sometimes used, which has the same form of shade.

EXAMPLES.

210. Will you describe the third form of shade, and name all the letters in which it appears?

The shade of *l* is made by increasing pressure on the pen gradually in descending, and lightening up for the turn. This form of shade occurs in the following letters:

211. Will you describe the fourth form of shade, and name the letters in which it appears?

The shade of *y* is made by pressing evenly on the pen in

descending on the straight line between the turns. This form of shade appears in the following letters:

212. Will you describe the fifth form of shade, and name the letters in which it appears?

The shade on the oval, and on all curved lines, is made by increasing the pressure toward middle of curve, and then gradually diminishing it.

This shade occurs in the three small letters, *a, g* and *q*, and in all the capitals except the V, U, and Y.

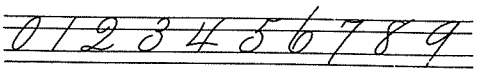
213. What is the rule where a shaded letter is doubled?

The second should receive only a half shade.

REMARK.—The proper shading of any letter may be readily acquired by first tracing a model form with dry pen, naming the light and shaded strokes as they occur. Thus in Capital C: light, light, shade, light. Another method is to count the strokes, and emphasize the number indicating the shaded stroke. Thus, in small *d*, count, one, two, three, *four*, one.

FIGURES.

REMARKS.—The forming of good figures is of much practical importance. Figures show results: they should never lie or be doubtful. Let the distinctive character of each be as carefully learned as the forms of letters, and at all times be accurately observed. Cultivate the habit of making your figures so plain and perfect as to preclude the possibility of mistaking one for another.



214. How many numeral characters, or figures are there?

Ten.

215. How are the figures measured?

In the same manner as letters. The unit *space* for measuring their heights is the *height of small i*; for measuring their *widths*, the distance between the straight marks in *small u*.

216. What is the height of the figures in the medium hand-writing?

One and a half spaces; except the *6* which extends one-half space above, and the *7* and *9* which continue one-half space below the other figures.

217. What is the width of the figures?

One space, measured horizontally at widest part, except the *1* and the *0*.

NOTE.—In this rule, the width of the *2* is considered without final curve, and the width of *4* without horizontal curve.

218. Will you measure and analyze the Cipher?

Height, one and one-half spaces; width, measured at right angles to slant, one-half space.

Analysis: Principles, 3, 2.

219. How is the Cipher formed?

Begin one and one-half spaces above base line and descend with a slight left curve on main slant, to base; turn short and ascend with an opposite right curve, meeting first curve at top.

220. Will you measure and analyze the figure 1?

Height, one and one-half spaces.

Analysis: Principle, 1.

221. How is the figure 1 formed?

Commence one and one-half spaces above, and descend with a straight line on main slant to base line, making lower part a little heavier than top.

222. Will you measure and analyze the figure 2?

Main height, one and one-half spaces; loop at top descends one-half height of figure; height of final curve, one-third space.

Analysis: Principles, 2, 3, 2, 3, 2.

223. How is the figure 2 formed?

Begin one and one-half spaces above, and descend by a right curve on main slant half way to base line; turn short and ascend by an opposite left curve to full height of figure, crossing first curve and forming loop; in a turn unite with, and descend by a right curve to base line; turn short and return with a horizontal left curve, completing small loop; descend to base line, and finish with a right curve, ascending one-third of a space.

224. Will you measure and analyze the figure 3?

Main height, one and one-half spaces; height of small loop, one space; base oval ends at one-half height of figure; loop at top descends one-quarter height of figure.

Analysis: Principles, 2, 3, 2, 2, 3.

225. How is the figure 3 formed?

Begin one and one-half spaces above base line, and descend with a right curve on main slant, one-fourth way to base line; turn short and ascend with left curve to full height of figure, crossing first curve and completing loop; then, in a short turn unite with and descend by a right curve, one-half space; in a narrow loop unite with a base oval like that of the *Capital Stem*, resting upon base line and terminating at half height of figure, just under the small loop.

226. Will you measure and analyze the figure 4?

Main height, one and one-half spaces; length of left side, one space.

Analysis: Principles, 2, 3, 3.

227. How is the figure 4 formed?

Begin one and one-fourth spaces above base line, and descend on main slant with a slight left curve, one space; then, in a sharp angle, unite with a horizontal left curve, one and one-half spaces in length; from a point at full height of figure, and one space to right of first curve, draw down a slight left curve upon main slant, crossing middle of horizontal curve, and terminating upon base line.

228. Will you measure and analyze the figure 5?

Main height, one and one-half spaces; proportions of small loop and base oval, same as in the figure 3; height of small loop above base, one space; length of straight line, two-thirds of a space.

Analysis: Principles, 2, 2, 3, 1.

229. How is the figure 5 formed?

Begin one and one-half spaces above base line, and descend on main slant with a slight right curve, one-half space; continuing, form small loop and base oval as in the figure *3*; finish with horizontal straight line drawn from top of figure two-thirds space to right.

230. Will you measure and analyze the figure 6?

Main height, two spaces; height of oval, one space; distance between left curves, one-third width of figure.

Analysis: Principles, 3, 2, 3.

231. How is the figure 6 formed?

Begin two spaces above base line, and descend by a slight left curve on main slant to base; then, in a full turn, unite with and ascend by a right curve on main slant, one space; make a short turn to left, and finish with a left curve descending near first stroke upon main slant to base.

232. Will you measure and analyze the figure 7?

Height above base line, one and one-half spaces; length below base line, one-half space.

Analysis: Principles, 1, 3, 2, 1.

233. How should the figure 7 be made?

Begin one and one-half spaces above base line, and descend one-fourth space with a straight line upon main slant; unite angularly, and carry to the right a left and right curve, one space, and at full height of figure unite in another angle, with a straight line descending upon main slant, and terminating one-half space below base line.

234. Will you measure and analyze the figure 8?

Main height, one and one-half spaces; height of beginning point above base, one space; loop crossing, at about one-half height of figure.

Analysis: Principles, 2, 3, 2, 3.

235. How is the figure 8 formed?

Begin one space above base line, and ascend by a right curve, one-half space; then in an oval turn, unite with a full left curve, descending half way to base; there, merging into right curve, continue to base line; turn short and ascend with a left curve, completing loop at middle height, and extending through middle of top to full height of figure.